

**CONFIDENTIAL**

*Signal Center*  
APR 27 1954

25X1 [redacted]  
Assistant Director for Communications

Chief, Management Staff

Disposition of Signal Center Copies of Teleconference Messages

25X1 REFERENCE: Your memo of 22 April 1954 and attachment from [redacted]  
[redacted] of 2 April 1954

25X1 1. Your office furnishes teleconference facilities between [redacted] and Headquarters for the Office of Scientific Intelligence, Office of Current Intelligence and Eastern Europe Division of DDP. Seven copies of messages transmitted through these facilities are prepared; six copies are furnished the using office and one copy is retained by the Signal Center. The retained copy appears to possess limited administrative value and needs to be kept only a relatively short period of time to meet the needs of the Center. It is the responsibility of the appropriate using office to maintain the action or informational copies of these messages.

2. General Records Schedule No. 12, item No. 3(a) grants authority to destroy copies of messages retained by wire and wireless services after 6 months. It is recommended that this authority be applied to copies of teleconference messages retained by the Signal Center. In order to establish a systematic disposal procedure, the following is suggested:

Maintain a six month level of teleconference messages in the Signal Center; thereafter, destroy the earliest month upon receipt of the latest month.

3. From a records viewpoint it is not necessary or advisable to archive subject material.

MS/RMD/RDB/MMR:pj (26 Apr 54)

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S 25X1

DDA 1000, 10 Apr 77

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By: [redacted]